

# Career Opportunity

## PROGRAM DEVELOPMENT AND COMMUNITY PARTNERSHIPS SPECIALIST



### U.S. District Court

District of South Dakota

[www.sdp.uscourts.gov](http://www.sdp.uscourts.gov)

**Announcement #:** 09-21

**Number of Vacancies:** 1

**Location:** Rapid City, South Dakota

**Salary:** CL 26 – CL 27 (\$47,071 - \$84,059) dependent upon qualifications and experience

**Employment:** Full-time, regular

**Closing Date:** December 1, 2021

### The District of South Dakota

The U.S. District Court for the District of South Dakota consists of federal court chambers, clerk's office, and probation and pretrial services office. We serve three active district judges, three senior district judges, and three full-time magistrate judges.

U.S. Probation and Pretrial Services headquarters are in Sioux Falls, with divisional offices in Aberdeen, Pierre, and Rapid City. Additional satellite offices are in Mission, Winner, Kyle, Eagle Butte, Timber Lake, and McLaughlin.

### ABOUT THE POSITION

The Program Development and Community Partnerships Specialist assists in the administration of justice and enhancement of community safety by seeking and developing cognitive restructuring programs to increase the likelihood of long-term self-management of defendants and persons under supervision. The Program Development and Community Partnerships Specialist gathers and interprets outcome data, interacts with collateral agencies to develop community partnerships, assists with the development of community supervision strategies, and provides intervention program recommendations to the district.

The Program Development and Community Partnerships Specialist acts as resident authority of evidence-based practices (EBP) related to interventions and therapeutic services and their relationship to the reduction of recidivism.

### BENEFITS

The U.S. District Court offers a competitive benefits package which includes:

- Vacation time accrual up to 104 hours per year; accrual increases with tenure
- Sick time accrual up to 104 hours per year with no limit cap
- Eleven paid holidays per year
- Agency-subsidized federal employee health insurance plans
- Dental and vision plans
- Group life insurance plans
- Flexible spending account options
- Federal Employee Retirement System (FERS) participation
- Optional Thrift Savings Plan (TSP) participation with agency match

## **POSITION DUTIES AND RESPONSIBILITIES**

- Develop and coordinate programs that implement Evidenced Based Practices (EBP) and focus on behavioral therapies, strategies for increasing intrinsic motivation, and the identification of the risks, needs, and responsivity for persons under supervision.
- Collaborate and staff cases with probation officers to identify and recommend proper treatment for defendants and persons under supervision as well as to develop supervision strategies aimed at responsible risk management and reducing reoffending.
- Research and evaluate available community resources throughout the district that can provide appropriate cognitive restructuring services related to substance abuse, mental health, domestic violence, sex offense, etc.
- Assist in recruiting and maintaining the community mentorship program aimed at developing prosocial support for defendants and persons under supervision.
- Identify, develop, and maintain contract services for defendants and persons under supervision while adhering to procurement guidelines and contracting requirements.
- Work with community agencies to build partnerships and identify how defendants and persons under supervision may engage in services.
- Serve as a resource and expert to the district regarding cognitive restructuring services related to substance abuse, mental health, domestic violence, sex offense, etc.
- Maintain regular contact with officers and contract providers to ensure contractual obligations are being met. Attend group meetings to monitor fidelity and effectiveness; communicate with officers regularly regarding participant progress.
- Monitor invoicing and billing procedures from contract service providers to ensure accurate and appropriate disbursement of funds; participate in treatment contracting process to include treatment provider selection and treatment resource allocation.
- Assist contract providers in the onboarding process to include training on paperwork, invoice submission, expectations for services, etc. Respond to contract service questions and assist with problem solving regarding service issues.
- Develop comprehensive multi-agency collaboration to improve the management of defendants and persons under supervision.
- Maintain awareness of changes or updates with treatment services and evidence-based practices; engage and support staff in organizational change efforts.
- Communicate clearly and effectively, both orally and in writing.
- Frequent travel to other divisions and satellite offices is required to maintain effective communication with probation officers, contract service providers, community mentors/coaches, BOP contract facilities, and community partners.
- Other duties as assigned.

## **PERSONAL CHARACTERISTIC REQUIREMENTS**

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity in fulfilling the district's vision, mission, values, and strategic plan.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with defendants, persons under supervision, courts, justice partners, and communities.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Ability to promote and maintain a positive culture which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

## KNOWLEDGE, SKILL, AND EDUCATION REQUIREMENTS

- A bachelor's degree in a field of study related to psychology, sociology, social work, or behavioral sciences with two years of related experience\*, or
- a bachelor's degree in any area of study with a minimum of two years experience in the field of human services and/or behavioral sciences.

\*Related experience must be documented and detailed on form AO 78 *Federal Judicial Branch Application for Employment* and include progressively responsible professional, supervisory, or managerial experience in which you have gained: a) skill in dealing with others one-on-one, b) the ability to exercise mature judgment, c) knowledge of the basic concepts and principles of Evidence Based Practices, Behavioral Theory, and Social Learning Theory, and d) basic knowledge of the concepts, principles, theories, and policies of the U.S. Probation Office.

Applicants must have a valid driver's license and access to a personal vehicle for use when a government-issued vehicle is unavailable. Sufficient keyboarding skills (or alternative skills) to demonstrate proficiency in producing reports, documents, and correspondence using electronic word processing and other office system technology is required.

## APPLICATION INSTRUCTIONS

**Qualified candidates must submit the following by 5:00 pm CST on December 1, 2021:**

- 1) An application for Judicial Branch Federal employment (AO 78), found on <http://www.uscourts.gov/> under *Court Forms*;
- 2) A detailed resume to include at least three (3) professional references;
- 3) A one-page statement which details:
  - a. How you gained experience in and have demonstrated the knowledge, skills, and abilities listed in the *related experience* requirements; and
  - b. your top two major professional accomplishments.

**Application packages must be emailed in PDF format with "Vacancy 09-21" in the subject line to Brooke Richards at:**

**Brooke\_richards@sdd.uscourts.gov**

**Incomplete application packages will not be considered.**

**Candidates selected for interviews must travel at their own expense.**

## CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees* at all times.
- Positions in the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position may be subject to a full background investigation.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The District of South Dakota reserves the right to modify the contents of this vacancy announcement, including withdrawal and cancellation of the announcement or commencement of interviews prior to the closing date, either of which may occur with or without notice to applicants.

**THE DISTRICT COURT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER**